

Come work at CDSS where . . .



People come First!

Do you find yourself looking at the clock and wishing the time would go by quicker? Do you feel you are not maximizing your customer service skills to your full potential? Do you want a profession that is meaningful and impacts the lives of staff?

You Can

At the California Department of Social Services.

People Come First!



Personnel Specialist

EMPLOYMENT OPPORTUNITY

The California Department of Social Services (CDSS) has 2 permanent full time Personnel Specialist vacancies and is inviting highly motivated individuals that thrive on deadlines, priorities that change, and provide exceptional customer service to staff. CDSS is considered a medium size department with 4500 employees.

The Personnel Specialist performs the full range of personnel transaction functions. We are seeking applicants that have excellent interpersonal and communication skills; the ability to act independently using good judgment; knowledge of control agencies laws, rules, and resource manuals; perform assignments related to payroll; experience in MS Word, Outlook, CLAS; and the willingness to accept a challenge.

If you are selected for this position, flexible work hours are available and you will be part of a family friendly group of staff supporting and celebrating your successes. This position is located close to the downtown mall and restaurants. Applications will be screened and based on experience and desired qualifications, the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: Until Filled

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Susan Bonham
744 P Street, Rm 1516, MS15-58
Sacramento, CA 95814
(916) 657-1762

